

Health Assessment Module User Guide

Reducing Barriers to Quality Assurance in Primary Care via Maintenance of Certification Modules

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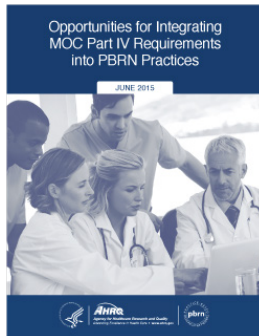
Health Assessment Module User Guide

Table of Contents

- Getting Started 2
 - System Requirements 2
 - Navigating 3
 - Saving 4
- Instructions and Requirements 4
 - Select the Appropriate Board or Organization 5
 - Board Requirements 5
 - Continuing Education (CE) Credit for Nurse Practitioners 6
 - State Licensure 6
- Your Information 6
- About Health Assessments 6
- Baseline Data 6
- Plan QI Activity 10
- Implement QI Activity 10
- Follow-up Data 10
- Reflect on QI Activity 10
- Attestation 11
- Review, Print, Save, and Submit 11
- Supplemental Materials 11

Getting Started

This Health Assessment activity is an interactive PDF document designed to be downloaded and completed from your desktop. There is no cost to download, use, or copy this document, although you will be responsible for any fees required by the certifying Board in order to receive credit for completing this MOC Part IV improvement activity. Specific Board requirements are detailed in the “Instructions and Requirements” section of this guide. Clinicians may work on this module as a group (more information is available at [Opportunities for Integrating MOC Part IV Requirements into Practices guide](#)) or independently; all work must be submitted to accrediting boards independently, as detailed in the “Board Requirements” section, below.



For those interested in working as a group, the [Opportunities for Integrating MOC Part IV Requirements into Practices guide](#) advances a broad theme: the potential for practices to be partners with all clinicians—particularly physicians, PAs, and nurse practitioners—who have a professional expectation to engage in quality/practice improvement as a part of their commitment to patients. The principles, approaches, and strategies described here can be used by any organization that strives to support clinicians in improving primary care quality and outcomes.

It is a good idea to create a directory on your hard drive for the activity and save the file there. You should save the file often during the activity to ensure that no work is lost. In the “Getting Started” section of this guide, you will find information on how to save the file once you have started the activity.

System Requirements

*This PDF is accessible for users who need to use a screen reader for assistive technology. First, change your Acrobat Preferences for Screen Reader Options to “Only read the currently visible pages” before opening the interactive PDF. Detailed instructions are available from Adobe in their screen reader guide: [Accessing PDF Documents with Assistive Technology](#).

If you experience difficulty after making these setting changes, please call 301-427-1600 to specify the module you are seeking to use and the nature of your concern.

This PDF document is optimized for Acrobat Reader 9.1 and later. If you have an earlier version, you can [download Acrobat Reader](#) at no cost.

You will need Internet access to use the dynamic charting feature in the Baseline and Follow-up Data sections. Internet access is also required to print information you will enter in the Baseline, Plan QI Action, and Reflection sections. Please see the information regarding those sections later in this guide for details.

This document is approximately 6.5 MB in file size and may take several minutes to download, depending on your connection speed. Please allow enough time for the document to download completely before attempting to open and enter data.

Navigating

1. **Section Navigation.** This method will advance you to the beginning of each section. It also allows you to navigate quickly to the section you were in previously if you have saved and exited the file. Some sections are required to be completed before advancing. If you are in a section that must be completed before advancing, the later sections will not be available.
2. **Page Navigation.** This method will allow you to move one page forward or back. Each section is numbered individually, so you always know how many pages are within that section. If you are on a page that must be completed before advancing, you will receive an error message when you select the forward button, but you will be able to go back to the previous page.

1

WELCOME | **1 INSTRUCTIONS & REQUIREMENTS** | 2 YOUR INFORMATION | 3 ABOUT HEALTH ASSESSMENTS | 4 BASELINE DATA | 5 PLAN QI ACTIVITY | 6 IMPLEMENT QI ACTIVITY | 7 FOLLOW-UP DATA | 8 REFLECTION | 9 ATTESTATION | 10 REVIEW & PRINT

Instructions and Requirements

File Instructions

Please use the latest version of the Adobe Acrobat Reader with this file. If you do not have the latest version, you can [download Acrobat Reader](#) at no cost.

This PDF file provides the necessary tools and information to complete the MOC Part IV/CE practice improvement activity. You will use this PDF file to:

- Work sequentially through each section.
- Enter required information (marked with *).
- Prepare for your data collection and document your QI activity.
- Enter your performance data in this PDF file to generate summary data reports.
- Complete the activity and submit for credit.

This file and the data in the file are stored on your computer. If you enter any patient data into the forms, ensure that you store the file in accordance with [HIPAA privacy regulations](#). The following data will be stored in this PDF file on your computer:

- Your Board ID or organization membership number and information.
- Answers to quizzes.
- Baseline performance measurement data on your patients.
- QI activity plans.
- Follow-up performance measurement data on your patients.
- Your reflections on your QI activity.
- Your attestation to meaningful participation.

Instructions & Requirements Section

2 ◀ 1 of 4 ▶

1 2 3 4 5 6 7 8 9 10

3. **Continue button.** Selecting the “Continue” button will advance to the next page.

Select “Continue” to read the Educational Objectives and Requirements for completing this activity.

3 Continue

Saving

There are “Save and Continue” and “Save and Exit” buttons throughout this activity. If you have not already created a directory in a secure location on your hard drive, you will be able to save when you select these buttons.

1. Selecting “Save and Continue” will open the save dialog box on your system and allow you to select a location to which you can save the file if you have not previously done so. You can also re-name the file at this time. Once the file is saved in your selected location, the activity will automatically advance one page and you can continue.
2. Selecting “Save and Exit” will also open the save dialog box on your system and allow you to select a location to which you can save the file if you have not previously done so. If you have already saved the file, you can overwrite it or change the name and save your work as a new file. Once the file is saved, it will automatically exit Adobe Reader.

The screenshot displays the 'Health Assessments' web application interface. At the top, the AHRQ logo and title are visible, along with navigation links for 'Home' and 'Quick Guide'. A progress bar at the top shows 10 steps: 1. INSTRUCTIONS & REQUIREMENTS (highlighted), 2. YOUR INFORMATION, 3. ABOUT HEALTH ASSESSMENTS, 4. BASELINE DATA, 5. PLAN QI ACTIVITY, 6. IMPLEMENT QI ACTIVITY, 7. FOLLOW-UP DATA, 8. REFLECTION, 9. ATTESTATION, and 10. REVIEW & PRINT. Below the progress bar, there is a welcome message and instructions on saving the PDF document. A 'Save As' dialog box is open, showing the file name 'My_HA_Activity.pdf' and the location 'HA_Activity'. The dialog box has a red border. Below the dialog box, there are two buttons: 'Save & Continue' (labeled with a red '1') and 'Save & Exit' (labeled with a red '2'). At the bottom of the page, there is a navigation bar with 10 numbered steps, where step 1 is highlighted. A '2 of 4' indicator is also visible.

Instructions and Requirements

Some of the data entry fields and choices are required. All of the required fields will be designated using a red asterisk (*) and will be shown with a red border. If you do not complete all the required fields in the document, your attestation and/or your certificate will be unavailable.

Select the Appropriate Board or Organization

Select your primary Board or organization by choosing one of the radio button options. Choose “Other” and enter the information if your Board or organization is not one of the choices shown. Once you have made your choice, the required number of patients and observations will automatically be filled in for you throughout the rest of the activity. If you are certified by more than one medical Board, select and submit for credit to your primary Board. You will need to follow your secondary Board’s instructions to accept the primary Board’s awarded MOC Part IV credit; links to Boards are listed below.

Board Requirements

The below-mentioned programs are active as of January 14, 2016. Note: in late January 2016, the American Board of Internal Medicine (ABIM) discontinued the Self-Directed Practice Improvement Module (PIM). Before beginning the module, you should check to see if your Board has made any changes to its requirements.

American Board of Pediatrics (ABP). After completing the module, you must log-in into the [Maintenance of Certification Activity Manager \(MOCAM\)](#) to apply for credit. Select the “American Board of Pediatrics” in the Board, Organization, or Program dropdown menu, which brings you to the “MY MOCAM” page. Select “Small Group QI Project (1-10) physicians – Completed project” to access the form instructions. It will prompt you to enter data and submit your application to ABP for review.

American Board of Family Medicine (ABFM). After completing the module, you must log-in into the [Maintenance of Certification Activity Manager \(MOCAM\)](#) to apply for credit. Select the “American Board of Family Medicine” in the Board, Organization, or Program dropdown menu, which brings you to the “MY MOCAM” page. Select “Self-Directed Completed QI Effort: Clinical” to access the form instructions. It will prompt you to enter data and submit your application to ABFM for review. ABFM also provides its own [User Guide](#) to help diplomates navigate the submission process. A general overview of the self-directed process under ABFM is provided [here](#).

American Board of Medical Specialties (ABMS). For physicians outside of primary care, please see the ABMS Web site, which offers an [overview](#) of the “Steps toward Initial Certification and MOC.” Requirements for initial and maintenance of certification vary by medical specialty; ABMS includes [a table](#) outlining each medical specialty Boards’ requirements for MOC Part IV certification. Credit for completing the module will need to be verified by the individual medical specialty Board and cannot be approved by ABMS as a whole.

American Academy of PAs (AAPA). After completing the module, you must sign into the [National Commission on Certification of Physician Assistants](#) Web site to log your Category 1 Performance Improvement Continuing Medical Education (PI-CME) activities. After signing in, click on “CME” in the left-hand menu bar, click on the “Log CME” tab, select “Performance Improvement (PI)” and then click on “Continue.” Follow the prompts to enter the rest of your required information. NCCPA also provides step by step directions to help PAs navigate the submission process, available [here](#).

American Board of Internal Medicine (ABIM). ABIM discontinued its Self-Directed Practice Improvement Module (PIM) in late January 2016.

Continuing Education (CE) Credit for Nurse Practitioners

American Association of Nurse Practitioners (AANP). Nurse practitioners can receive 1.5 hours of continuing education credit from the American Academy of Nurse Practitioners for viewing “Implementing Health Assessments in Primary Care: A How-to Guide,” a Webinar on health assessments produced by AHRQ. Nurse practitioners can access the Webinar by searching for “health assessments” on the [AANP CE Center](#) Web page.

State Licensure

Physicians may also potentially use these modules to meet continuing medical education (CME) requirements for state medical licensure boards. The Federation of State Medical Boards summarizes state-by-state licensure requirements [here](#).

Your Information

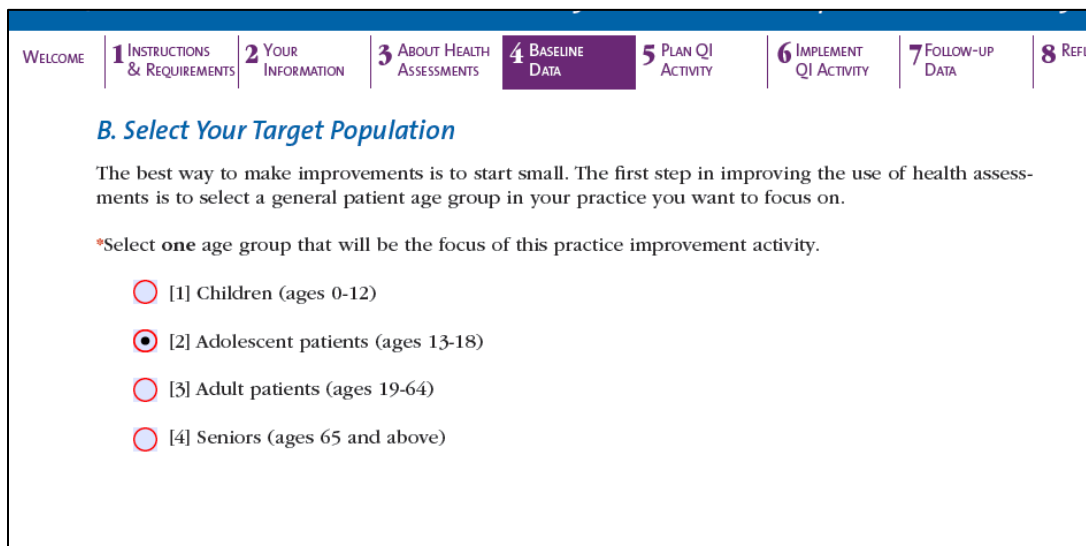
Enter your personal information in this section. The current date will be automatically entered once you start the activity, and the date by which you must complete the activity to receive credit will be calculated automatically, as well.

About Health Assessments

This section has a pre-test for you to test your knowledge of health assessments. It is a self-assessment only and you do not have to pass it. Selecting the “Score Quiz” button will tell you how many questions you answered correctly, but it will not tell you which ones. At the end of this section, you will have the opportunity to answer the same questions. You will be allowed to re-take the test until you pass it with at least 5 correct answers.

Baseline Data

Section B of this section asks you to choose a general patient age group on which you want to focus your improvement activity. Select the radio button that best fits your needs. You can select only one.



The screenshot shows a web interface with a progress bar at the top. The progress bar has eight segments: 1 INSTRUCTIONS & REQUIREMENTS, 2 YOUR INFORMATION, 3 ABOUT HEALTH ASSESSMENTS, 4 BASELINE DATA (highlighted in purple), 5 PLAN QI ACTIVITY, 6 IMPLEMENT QI ACTIVITY, 7 FOLLOW-UP DATA, and 8 REFLECTION. Below the progress bar, the section is titled "B. Select Your Target Population". The text reads: "The best way to make improvements is to start small. The first step in improving the use of health assessments is to select a general patient age group in your practice you want to focus on." Below this text, there is a note: "*Select **one** age group that will be the focus of this practice improvement activity." There are four radio button options: [1] Children (ages 0-12), [2] Adolescent patients (ages 13-18) (selected), [3] Adult patients (ages 19-64), and [4] Seniors (ages 65 and above).

After choosing your patient age group, Section C contains a list of health assessment topics to review. You should select at least 5 items and no more than 10. You can print the list and discuss it with others to help narrow down the choices.

Section D contains two text entry fields in which you will type brief responses to the two questions asked. You will be able to print these responses and share them with your team.

D. Assess Your Practice Priorities

Now think about which health assessment topics are most important and the highest priorities for your practice. This will help focus your improvement activity on the most important areas of interest for your practice.

Ask yourself and your team the following questions and then type brief responses in the boxes. (You can also print this list of questions and share with your care team.)


***From the list of patient health assessment topics in Section 4.C., which should we address?**
(For example, you might pick 8 to 10 items to start the conversation. Think about items that align with incentive programs or other initiatives your practice participates in. Consider asking your local public health department whether any of these topics are especially important to your community. Also, think about the availability of patient data on these items and the areas for which you think you can make improvements in your practice.)

***Which of these do we want to try now to improve in a small-scale, rapid learning cycle now?**
(For example, you might be ready to narrow the list down to 5 to 7 of the most important items.)

Baseline Data Section

[Save & Continue](#) [Save & Exit](#) [Print List](#)

Section E is where you will select your performance indicators. Please select at least 3 but no more than 10 items. On this page, you will select your choices using the check boxes in the Health Assessment Topic column.



Health Assessments

A Primary Care Practice Improvement Activity

[Home](#) | [Quick Guide](#)

WELCOME
1 INSTRUCTIONS & REQUIREMENTS
2 YOUR INFORMATION
3 ABOUT HEALTH ASSESSMENTS
4 BASELINE DATA
5 PLAN QI ACTIVITY
6 IMPLEMENT QI ACTIVITY
7 FOLLOW-UP DATA
8 REFLECTION
9 ATTESTATION
10 REVIEW & PRINT

E. *Select Your Performance Indicators For At Least 5 Health Assessment Topics You Want To Improve

Use the answers from Section 4.C. and **pick at least 5** (but no more than 10) health assessment topics on which you want to focus your practice improvement activity. You can always discuss again with your team and select them later. The items you select here will be used for the chart review.

Health Assessment Topic	Performance Indicator
<input checked="" type="checkbox"/> Advanced care planning	Has advanced care planning been documented for the patient?
<input checked="" type="checkbox"/> Alcohol use	Has an assessment of the patient's alcohol use been documented within the past 12 months?
<input checked="" type="checkbox"/> Anxiety	Has the patient's anxiety screening been documented within the past 12 months?
<input checked="" type="checkbox"/> Cognitive impairment	Has an assessment of the patient's cognitive impairments been documented within the past 12 months?
<input checked="" type="checkbox"/> Communication needs	Have the patient's/parent's communication needs been documented within the past 12 months?
<input type="checkbox"/> Depression	Has the patient's depression screening been documented within the past 12 months?
<input type="checkbox"/> Developmental screening	Has the patient's developmental assessment been documented within the past 12 months?
<input type="checkbox"/> Diet or eating habits	Have the patient's eating habits been documented within the past 12 months?
<input type="checkbox"/> Fall risks	Has an assessment of the patient's risk for falls been documented within the past 12 months?
<input type="checkbox"/> Functional status	Has the patient's functional status been documented within the past 12 months?
<input type="checkbox"/> General health status	Has the patient's general health status been documented within the past 12 months?
<input type="checkbox"/> Health goals	Has at least one patient health goal been documented within the past 12 months?
<input type="checkbox"/> Health literacy	Has an assessment of the patient's/parent's health literacy been documented within the past 12 months?
<input type="checkbox"/> Level of stress	Has the patient's level of stress been documented within the past 12 months?
<input type="checkbox"/> Motor vehicle safety	Has the patient's use of seatbelts when driving been documented within the past 12 months?
<input type="checkbox"/> Oral health	Has an assessment of the patient's oral health been documented within the past 12 months?
<input type="checkbox"/> Pain	Has the patient's level of pain been documented within the past 12 months?
<input type="checkbox"/> Physical activity	Has the patient's level of physical activity been documented within the past 12 months?
<input type="checkbox"/> Screen time	Has an assessment of the patient's time spent watching TV and playing video or computer games been documented within the past 12 months?
<input type="checkbox"/> Social support	Has an assessment of the patient's social support been documented within the past 12 months?
<input type="checkbox"/> Substance use	Has the patient's use of illegal drugs been documented within the past 12 months?
<input type="checkbox"/> Tobacco use	Has the patient's smoking status been documented within the past 12 months?
<input type="checkbox"/> Additional:	Has the patient's _____ been documented within the past 12 months?

Baseline Data Section

Save & Continue
Save & Exit

◀ 6 of 12 ▶

Once you have made your selections, you will review your sampling criteria in Section F. Based on your previous choices, such as Board and patient age group, you will see how many charts you will need to complete and what age range you will need to use.

F. Review Your Patient Sampling Criteria

For your chosen target population, you must complete chart review meeting the following guidelines:

Charts for at least of your patients

Patients must be between the ages of

Patients must have been seen in the past 3 months in your practice

Help finding your patient records

First, you need to identify new or established patients patients you have seen in the last 3 months; of those, identify patients with documentation of the chosen health assessment topics. You will then use that information to calculate the percentage of patients in the relevant age group with documentation of the selected condition. This is your baseline measure for each health assessment topic. Here are some possible strategies to identify those patient records to review:

- Review your past patient schedule for patients who meet the sampling criteria for age and recent visit; pick the most recent patients.
- Use billing information on your patients to identify patients with a recent visit in the selected age group, and then pick a sample of of those patients.
- Ask your information technology (IT) or electronic health record (EHR) specialist to generate a random sample of of your patients who meet the above criteria.
- Build your own EHR search to generate a sample of patients who meet the above criteria.
- Use an existing patient registry to identify eligible patients and select a sample of patients.

In Section G, you will print your baseline data collection forms and confirm that you have selected the correct performance indicators. If you want to change your performance indicator selection at this point, select the “No. Re-select” button and you will be returned to Section E to make new selections. If the choices shown are correct, select the “Yes. Print Forms” button.


G. Print Your Baseline Data Collection Forms

Based on your target population and selected performance indicators, [print the tailored data collection form](#) to capture your baseline performance data from your review of patient records.

***Please confirm that these are the correct performance indicators you wish to address with your QI activity.**

1.	Advanced care planning
2.	Alcohol use
3.	Anxiety
4.	Cognitive impairment
5.	Communication needs
6.	
7.	
8.	
9.	

After collecting your baseline data and completing your chart review of the number of patients indicated in the activity file, you will continue to Section I and enter your baseline data. You will see data tables that must be completed for the number of patients indicated in Section H. The first 5 performance indicators will be shown in the “Documented” columns of the table, and you will enter the necessary data in each column. Once you have completed entering baseline data for the number of patients indicated for your Board, you will review the baseline performance data and plan your QI activity.



Health Assessments

A Primary Care Practice Improvement Activity

[Home](#) | [User Guide](#)

WELCOME

1 INSTRUCTIONS & REQUIREMENTS

2 YOUR INFORMATION

3 ABOUT HEALTH ASSESSMENTS

4 BASELINE DATA

5 PLAN QI ACTIVITY

7 FOLLOWUP DATA

8 REFLECTION

9 ATTESTATION

10 REVIEW & PRINT

Go to Implement QI Activity Title Page

Data for patients 21 to 25 (Round 2)

Patient ID #*	Date of Last Visit	Age at Last Visit	Gender	Hispanic /Latino	Race	Documented	Documented	Documented	Documented	Documented
			Male <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/> White	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
				No <input type="checkbox"/>	<input type="checkbox"/> Black/African American	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
			Female <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Asian					
				Unk. <input type="checkbox"/>	<input type="checkbox"/> Native Hawaiian/Pacific Isl.					
					<input type="checkbox"/> Amer. Indian/Alaska Native					
					<input type="checkbox"/> Other					
			Male <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/> White	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
				No <input type="checkbox"/>	<input type="checkbox"/> Black/African American	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
			Female <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Asian					
				Unk. <input type="checkbox"/>	<input type="checkbox"/> Native Hawaiian/Pacific Isl.					
					<input type="checkbox"/> Amer. Indian/Alaska Native					
					<input type="checkbox"/> Other					

Plan QI Activity

This section allows you to review your performance data by using the 5 measurements you selected in the Baseline Data section by showing that information in a table. Select the “Show Chart” button to open a window and show a dynamic bar or line chart with the information. You will need to have Internet access to view the charts.

You will write down at least 2 health assessment documentation goals in this section and you can add up to 5 goals. There are examples provided to get you started. Once you have entered your goals, you have the option to print them using the “Print Goals” button. Selecting this button will open a separate window and use your system’s default printing options. You will need to have Internet access to view and print this window.

There is also a section to describe how you plan to reach your performance goals and examples are provided. You will complete the fields by answering the questions. Select the “Print QI Plan” button to print your plan. Selecting the button will open a separate window that you can print using your system’s default printing options. You will need to have Internet access in order to view and print the window.

Implement QI Activity

You must implement your QI activity over a minimum of 14 calendar days, although you may need from 1 to 3 months to complete your plan and test any planned improvements. You can return to the document at any time to print data collection forms, print your plan, or visit additional resources, but you will not be able to enter data in your follow-up collection form until at least 14 calendar days have passed after the baseline data was entered.

Follow-up Data

You will repeat the data collection process using the same performance measurements you used in the baseline data section. If your Board requires more than one round of follow-up data collection, you will be automatically directed to those pages in the module.

Reflect on QI Activity

This section allows you to review your follow-up performance data using the same method as the baseline data. The follow-up performance measure results will be shown in a table. Selecting the “Show Chart” button will open a window and draw a dynamic bar or line chart showing both the follow-up data and a comparison between the baseline and follow-up data. You will need to have Internet access in order to view the charts.

Answer the final two required questions and then your activity is complete!

Clinicians have reported that sharing findings among within and across practices can be very helpful. [Opportunities for Integrating MOC Part IV Requirements into Practices](#) offers additional guidance.

Attestation

If you have completed all the required data collection, you will see a completed attestation page that you can print and use to the information to submit for credit per your Board's requirements (see Board Requirements section of this guide for details).

Review, Print, Save, and Submit

Please review the steps to ensure you have completed the activity. Most of the steps will be automatically checked off once all the necessary data is entered, but you must manually verify that your Board credentials are correct.

Once all these steps are complete, select the "Print Certificate" button. You will see a certificate of completion that you can print and keep or submit for credit, depending on your Board or organization's requirements.

Supplemental Materials

In the pages following "Section 10: Review & Print," you will find a list of acknowledgments and the Certificate of Completion. There are also a series of forms that were referenced earlier in the module, including the checklist to help you determine if your practice is already conducting health assessments, the health assessment improvement checklist, the baseline data collection chart review form, and the follow-up data collection chart review form.